

21 January 1954

OFFICE OF PERSONNEL MEMORANDUM NO 4-54.

SUBJECT: Office of Personnel Promotion Policy

1. Effective immediately, eligibility for consideration for promotion of members of the Office of Personnel shall conform to the following:

a. For Promotions Through Grade GS-5

Demonstrated abilities to assume responsibilities of the next higher grade through service in the Office of Personnel for at least six months in the grade from which promotion is recommended.

b. For Promotions Between Grades GS-6 and 13


Demonstrated abilities to assume responsibilities of the next higher grade through service in the Office of Personnel for at least twelve months in the grade from which promotion is recommended.

c. For Promotions to Grades GS-14 and 15

Demonstrated abilities to assume responsibilities of these grades through service of not less than eighteen months in the Office of Personnel or in a position of comparable complexity within the Agency in the grade from which promotion is recommended.

2. While time-in-grade limitations have been specified, such limitations may be waived or extended for good and sufficient reasons. Promotions shall be granted almost exclusively on merit and demonstrated fitness with consideration being given to time spent in any grade only insofar as internal consistency is involved. Division and Staff Chiefs will be expected to establish clearly sufficient justification for waiver of the time requirements listed. At the same time, Division and Staff Chiefs will not be expected to recommend consideration of a promotion action purely and automatically on the basis of completion of a period of service in the Office of Personnel.

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George E. Meloon  
Deputy Assistant Director  
for Personnel

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CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1 ExO/P	[Signature]	10 MAY 1954
2 DAD/P	[Signature]	
3 Ch, F RDS-218		
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FROM	INITIALS	DATE
1 C/PRDS	[Signature]	6 May
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☐ APPROVAL      ☐ INFORMATION      ☐ SIGNATURE  
☐ ACTION      ☐ DIRECT REPLY      ☐ RETURN  
☐ COMMENT      ☐ PREPARATION OF REPLY      ☐ DISPATCH  
☐ CONCURRENCE      ☐ RECOMMENDATION      ☐ FILE

Remarks:

Publication of [REDACTED] Promotion, as approved by the CIA Career Service Board, will require rescission of this OPM. The time in grade requirements are different.

OPM 29-54  
 (5-130-2)(S3)

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